

# Project Summary

## At a Glance

### What Else Is It Called?

- Project Synopsis
- Project Abstract
- Project Overview

### When Is It Used?

- Most funding sources require a synopsis.
- It may be required in a space on the cover page or it may be requested on a separate, dedicated page.

### Why Is It Used?

It has many purposes—

- It is a way the funder can tell at a glance if you meet the criteria for funding.
- If something in the synopsis is outside the funder's agenda, then the reader may not read further.
- It is critical that you review the synopsis (as well as the entire proposal from the funder's viewpoint).

### Key Concepts

- Brief but clear.
- Contains all major project components, if only in a list.
- Contains a mention of everything the funder requires in the project.
- Include the one, best, most creative aspect ("Hook") of your project.
- Write it last.

### Use Goals to Describe the Project

- It is important that you write the project synopsis last because, as you develop the proposal, you will undoubtedly revise and change components.
- The synopsis must match your project. If you write it first or in the middle, you may have a synopsis that talks about one project and a proposal that discusses something significantly different.
- Mention all significant project components.
- Project synopses are not glamorous or poetic—just descriptive
- Goals should be major steps to completing your project, they guide the development of the synopsis.
- The funder may call what we list as goals, objectives—the wording does not matter.

## Checklist\*—Project Summary

<input checked="" type="checkbox"/>	Mention of each significant project component
<input checked="" type="checkbox"/>	Mention of key grant funder requirements
<input checked="" type="checkbox"/>	Mention of a “big-ticket” budget item
<input checked="" type="checkbox"/>	Mention the “hook”
<input checked="" type="checkbox"/>	Not one word more than maximum count
<input checked="" type="checkbox"/>	Normal margins
<input checked="" type="checkbox"/>	12-point, text font

\*Remember that a grant funder’s directions (instructions/guidelines) take precedence over any and all other considerations. You must absolutely, positively follow the grant funder’s directions exactly, precisely, and painstakingly.

If the directions say 125 words, then do not make it 126 and do not hyphenate words to cheat. Use normal margins and 12-point type as with the rest of the proposal.

## Last Words

- This is your first and only chance to make a good first impression.
- The project summary is often a rushed afterthought that is slapped together in a mad dash to get the published proposal out the door.
- Think of a summary as the opportunity to set the state for the rest of the proposal.
- A well-structured project summary gives the reader the big picture before diving into the sometimes difficult to follow detail of the proposal itself.
- A big-ticket budget item is one that expends 40% or more of the requested grant amount on a single purchase.
  - A purchase this size makes it a central aspect of the entire grant proposal.
  - Don’t try to hide the expense.
  - Don’t give cost in the project summary, but do mention the item in the context in which it will be used.
- Every project has (or should have) a creative feature, a “cool” something, an innovation—the hook.
  - Tell the reader right up front about the hook. Get the reader ready for it.
  - Prepare the reader’s mind for the twist that makes your project stand out from the crowd.
  - That puts the coming project description in a different and better perspective for the reader.

# Sunnyvale School District

## After School Program

### Project Summary (125-word limit)

The After School Program for middle school students has five main components.

1. Improve academic performance with supervised homework completion, tutoring, and supplemental academic instruction.
2. Provide applied learning activities such as cooking and carpentry.
3. Provide recreational activities such as soccer and chess.
4. Provide social/health activities such as anger management and drug and alcohol prevention.
5. Provide parental involvement activities.

Participants will be served a nutritious, after school snack, and transportation home will be provided. Teachers certified in various subjects will provide supplemental academic instruction. Applied learning, recreational, and social and health activities will be provided by specialists such as 4-H leaders, Home Economics and Vocational Education instructors, City Parks and Recreation staff, and Alcohol, Tobacco, and Other Drug (ATOD) Commission counselors.

## The Senior Citizen Wellness Center

### Project Summary (250-word limit)

The purpose of the Senior Citizen Center Project is to improve seniors' health and wellness, increase seniors' opportunities for social activity, and provide a single point of entry into the community's large number of services for the elderly.

Health and wellness activities are provided through partnerships with City Hospital, Public Health, and the Alcohol, Tobacco and Other Drugs (ATOD) Commission. Health activities include screenings for heart disease, diabetes, arthritis, blood pressure, bone density, skin cancers, muscle weakness, and other conditions. Screenings are followed by referral to appropriate care. Wellness activities include exercise programs, weight room, dance, swimming, walking path and jogging track, all professionally supervised. Cooking classes teach how to prepare food for specialized diets such as diabetic, high blood pressure, or heart disease.

Social activities include meals, games with a game room, dances, and a foster grandparent program in partnership with local schools. Combination social and health activities are support groups for those seniors with emotional or mental issues such as loss or substance abuse.

The single point of entry provides seniors with a simplified way to access all the various services for the elderly, both public and private, through a single location and with a single counselor/helper. The elderly access the single point of entry system three ways.

1. Walk-in, counselor-aided assistance at the Senior Center.
2. Walk-in, self-service assistance via computer at the Senior Center.
3. Home visit by counselor.

Improving the health and well-being of our community's elderly translates into financial savings for the city and substantial enhancement of the community's overall economic development effort.

# Inner City Alcohol and Drug Prevention Commission

## **Alcohol, Tobacco and Other Drugs (ATOD) Prevention Project**

### **Project Summary (125-word limit)**

The purpose of the community ATOD Prevention Project is to reduce ATOD abuse among school students, provide enhanced intervention services, and effectively take the ATOD prevention message to the community.

Substance abuse by children will be addressed through an educational outreach into the community's schools. The ATOD Commission and the School District have partnered for a vigorous and ongoing in-school effort.

Intervention services will be enhanced with a 24-hour hotline and 24-7 crisis teams. Trained hotline operators and crisis team members will apply experience-proven intervention techniques to solve problems.

Performance Art will be used to dramatically and effectively publicize the substance abuse prevention message to the community. A troupe of performance artists will perform publicly throughout the community to dramatize the anti-substance abuse message.